

Orientation Checklist

Employee's Name:	DCIO/Directorate:
Position Title:	Entry on Duty (EOD) Date:
After the following items have been discussed with the employee, please sign below:	
<input type="checkbox"/>	Access to DoD CIO Administration and Management Personnel Representative(s)
<input type="checkbox"/>	Appropriate awareness of DoD CIO Instructions and OSD/WHIS Guidance
<input type="checkbox"/>	Availability of supervisor for assistance
<input type="checkbox"/>	Awards and recognition
<input type="checkbox"/>	CAC Card - E-mail protocol and internet use
<input type="checkbox"/>	Computer access – AKO – IA – SIPRNET
<input type="checkbox"/>	Delegation of authority – Position Specific
<input type="checkbox"/>	Duties and responsibilities of employee/position description
<input type="checkbox"/>	Emergency Escape Masks and Evacuation Procedures
<input type="checkbox"/>	Employee Development – Individual Development Plan (IDPs)
<input type="checkbox"/>	Employee Health and Wellness
<input type="checkbox"/>	Employees work area, desk, etc.
<input type="checkbox"/>	Ethics and personal conduct
<input type="checkbox"/>	Facilities (DoD CIO)
<input type="checkbox"/>	Financial Disclosure Report (if applicable)
<input type="checkbox"/>	Hours of work, lunch periods and breaks- timekeeping
<input type="checkbox"/>	Inclement Weather or COOP conditions
<input type="checkbox"/>	<i>Information Advantage</i> – DLA On-line Links – EBIS –MyBiz – MyPay & EOPF
<input type="checkbox"/>	Introduction to fellow workers, including employees in other divisions, as appropriate
<input type="checkbox"/>	Leave benefits (annual, sick, LWOP, etc.)
<input type="checkbox"/>	Merit Promotion Program - Wages and / or salary and periodic step increases
<input type="checkbox"/>	Organization and mission of Office of the DoD CIO
<input type="checkbox"/>	OSD/Joint Staff Welfare, Recreation Association (WRA) employee membership
<input type="checkbox"/>	Pay periods and days, holidays (new government employees)
<input type="checkbox"/>	Payroll deductions (taxes, bonds, retirement, insurance, etc.)
<input type="checkbox"/>	Performance appraisal
<input type="checkbox"/>	Performance requirements of position
<input type="checkbox"/>	Prior approval of annual leave
<input type="checkbox"/>	Reporting sick and emergency annual leave
<input type="checkbox"/>	Role of the supervisor
<input type="checkbox"/>	SACCP - Correspondence appropriateness

	Security – Program Brief – Clearance Levels
	Teleworking and Alternate Work Schedules
	Time and Attendance (ATAAPs)
	Training – Annual & Mandatory Training (IA, Privacy Act)
	Training opportunities (IDPs), required training (i.e. safety, e-mail, internet, etc.)
	Travel (DTS)
	Type of appointment (probationary, period and tenure)
	Use of Office of the DoD CIO government vehicle and equipment
	WHS Employee Assistance Program (EAP)
	WHS Program Guidance - EEO Program/policies
Employee signature and date:	
Sponsor signature and date:	
Supervisor signature and date:	

The Office of the DoD CIO Mission Statement

VISION: We are about Mission Success

MISSION

Information is one of our Nation's greatest sources of power. Our first and greatest goal is to bring that power to the achievement of mission success in all operations of the Department; warfighting, business, and intelligence.

GOALS

Lead the Department in achieving a persistent and dominant information advantage for ourselves and our mission partners/

Lead the Department in changing those policies, processes, and culture necessary to provide the speed, accuracy, and agility to ensure mission success in a rapidly changing and uncertain world.

Ensure a robust and secure information environment

Provide modern command and control capabilities through persistent collaboration at all levels and among all mission partners.

Acquire new information capabilities rapidly (9-12 months) and at low cost by delivering them as enterprise services.